



2004 HIGHWAY SAFETY FUNDING GUIDELINES

**South Carolina Department of Public Safety
Office of Highway Safety
February 7, 2003**

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Table of Contents

| | |
|---|----|
| Purpose | 1 |
| Description of South Carolina's Traffic Collision Problem | 2 |
| State and Community Highway safety Program (Section 402) Overview and General Funding Requirements/Limitations | 5 |
| Assistance in Developing Grant Proposals | 11 |
| Responsibilities of Funded Applicants | 12 |
| Criteria for Grant Application Review | 15 |
| Highway Safety Grant Cycle FFY 2004 | 16 |
| Highway Safety Application Review Checklist | 17 |
| Priority Emphasis Areas Eligible for Funding in FFY 2004 | 19 |
| Other Areas Eligible for Funding In FFY 2004 | 20 |
| Priority Emphasis Area Program Descriptions | 21 |
| Alcohol Countermeasures | 21 |
| Occupant Protection | 27 |
| Police Traffic Services | 29 |
| Safe Communities | 36 |
| Traffic Records | 39 |
| Other Eligible Funding Area Program Descriptions | 43 |
| Emergency Medical Services Pedestrian Safety Pupil Transportation Safety Rail-Grade Crossing Safety | 43 |
| Roadway Safety Two-Wheel Vehicle Safety | 44 |

PURPOSE OF THE FUNDING GUIDELINES

The purpose of this document, prepared by the Office of Highway Safety of the South Carolina Department of Public Safety, is to outline the specific criteria to be followed in the preparation of Highway Safety grant applications and to assist potential applicants in determining whether a proposed traffic safety activity is eligible for funding in Fiscal Year 2003. The manual provides direction for the state's highway safety planning process and presents concise guidelines to assist state and local agencies in obtaining federal funding support for highway safety programs. State and Community Highway Safety Funds (Section 402) are received on an annual basis from the National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA) of the U. S. Department of Transportation.

Those interested in applying for a Highway Safety grant are strongly encouraged to attend one of the Funding Guidelines workshops to be held during the week of March 3, 2003. Information on the registration and locations, dates, and times of these workshops can be found on page 16 of this manual. The deadline for registering for these workshops is February 24, 2003. **Please note that only the following entities are eligible for consideration of Highway Safety grant funding: 1) State agencies; 2) private, non-profit organizations listed as 501(c)3; 3) political subdivisions (city/county governments); and 4) State, local and federally recognized Indian tribal governments.**

Federal Fiscal Year 2004 Highway Safety Grant Applications must be received in the Office of Highway Safety by 5:00 p.m. on Friday, April 4, 2003. The application must physically be in the Office of Highway Safety by 5:00 p.m. on April 4, 2003. Applications received after 5:00 pm on April 4, 2003, will not be considered. A postmark date of April 4, 2003, is not acceptable. Also, faxed copies will not be accepted. The Office of Highway Safety is located at 300-A Outlet Pointe Boulevard, Columbia, SC 29210. Applications are to be sent to the attention of Mr. Phil Riley. Applicants are to submit an original application and seven (7) copies. Programs and projects considered as part of the FY 2004 funding cycle are eligible for federal funds beginning **October 1, 2003**, pending the availability of federal funds.

DESCRIPTION OF SOUTH CAROLINA'S TRAFFIC COLLISION PROBLEM

Statistics for 2001 (01/01/01-12/31/01) Data: Statistics for South Carolina indicate that during 2001, 100,165 traffic collisions were reported; this is a 3.9% decrease from 2000 totals when 104,203 collisions were reported. These collisions resulted in 1,060 fatalities and 52,350 injuries. The number of traffic deaths was 0.3% lower than in 2000, when 1,063 persons were fatally injured in South Carolina traffic collisions. The mileage death rate (traffic fatalities per 100 million vehicle miles of travel) for the state for 2001 was 2.3. The estimated economic loss to the state from traffic crashes in 2001 is \$2,248,200,000. This total, however, does not reflect the human toll of pain and suffering.

Mileage Death Rate: The state's mileage death rate (MDR) in 2001 was 2.3. The national mileage death rate in 2001 was 1.5. Based on these figures, South Carolina's mileage death rate is more than 50% higher than the national average.

2001 Collision Statistics: Breaking collision statistics down by time in 2001 indicated the following:

- * 1 Traffic Collision was reported every 5.2 minutes.
- * 1 Traffic Death was reported every 8.3 hours.
- * 1 Non-fatal Traffic Injury was reported every 10 minutes.
- * 1 Property-Damage-Only Collision was reported every 7.9 minutes.

In 2001, South Carolina had 2,855,690 licensed drivers who operated 3,210,578 motor vehicles on a roadway system of 66,168 miles of streets and highways. South Carolina has the fifth largest state-maintained highway system in the nation.

Alcohol Involvement in Collisions: According to the SC Department of Public Safety's statistics for 2001, driving under the influence of alcohol or drugs was the probable cause in 147 fatal collisions, resulting in the deaths of 158 persons. Statistics indicate that 4,134 alcohol-related collisions were reported with 3,317 persons injured. Of the total 4,134 alcohol and drug-related collisions, 3.6% were fatal crashes, 52.5% were injury crashes, and 43.9% were property-damage-only crashes. In 2001, the state experienced a 16.9% decrease in alcohol-related crashes compared to the previous year.

Five Year Collision Data: In order to examine traffic collision trends over time, Office of Highway Safety staff reviewed collision data for the period 1997 - 2001. During this five-year period, the state's mileage death rate climbed to 2.3, while annual vehicle miles traveled climbed from 41,491,000,000 to 45,558,000,000. Collision statistics for the period are presented in the chart below.

**South Carolina Collision Statistics
1997 - 2001**

| <u>Year</u> | <u># Collisions*</u> | <u># Deaths</u> | <u># Injuries</u> | <u>Death Rate</u> |
|--------------------|-----------------------------|------------------------|--------------------------|--------------------------|
| 1997 | 102,226 | 903 | 58,057 | 2.2 |
| 1998 | 99,817 | 1,001 | 56,801 | 2.3 |
| 1999 | 104,484 | 1,064 | 55,322 | 2.4 |
| 2000 | 104,203 | 1,063 | 53,721 | 2.4 |
| 2001 | 100,165 | 1,060 | 52,350 | 2.3 |

*The reporting threshold for property damage only collisions changed in June 1996 from \$400 to \$1,000.

Leading Probable Causes of Traffic Crashes: During the four-year period 1997-2000, the leading probable causes of crashes reported were as follows:

Injury Crashes:

- * Driver Inattention
- * Failure to Yield the Right of Way
- * Disregarding Sign/Signal
- * Following Too Closely
- * Driving Under the Influence of Alcohol/Drugs

Fatal Crashes:

- * Failure to Yield the Right of Way
- * Excessive Speed
- * Driver Inattention
- * Driving Under the Influence of Alcohol/Drugs
- * Ran off the Road

Total Crashes:

- * Driver Inattention
- * Failure to Yield the Right of Way
- * Following Too Closely
- * Disregarding Sign/Signal
- * Animal in Roadway

Primary Contributing Factors: In CY 2001 the Office of Highway Safety Statistical Analysis Center began tracking data on the primary contributing factors in automobile crashes as opposed to probable causes of collisions. During CY 2001 the top primary contributing factors as reported were:

Injury Crashes:

- * Failure to Yield the Right of Way

- * Driving Too Fast for Conditions
- * Driver Inattention
- * Disregarding Sign/Signal
- * Driving Under the Influence of Alcohol/Drugs

Fatal Crashes:

- * Driving Under the Influence of Alcohol/Drugs
- * Driving Too Fast for Conditions
- * Failure to Yield Right of Way
- * Excessive Speed
- * Driving on the Wrong Side/the Wrong Way

Total Crashes:

- * Failure to Yield the Right of Way
- * Driving Too Fast for Conditions
- * Driver Inattention
- * Following Too Closely
- * Animal in Roadway

Location of Highest Numbers of Property-Damage-Only Crashes: During the five-year period from 1997 - 2001, the five counties with the highest number of property-damage-only collisions were Greenville, Charleston, Richland, Horry, and Spartanburg.

Location of Highest Numbers of Injury Crashes: The locations of the largest numbers of injury collisions during the five-year period were Charleston, Richland, Greenville, Horry, and Spartanburg counties.

Location of Highest Numbers of Fatal Crashes: The locations of the largest numbers of fatal crashes during the five-year period were Greenville, Spartanburg, Horry, Richland, and Charleston counties.

Driver Groups Involved in Crashes: During the five-year period, the age groups with the highest number of drivers involved in crashes included drivers ages 15 - 24 and 25 - 34. Drivers under the age of twenty-one continued to be over-represented in traffic crashes based on the size of the category of licensed drivers in this group. Males continued to be involved in a higher percentage and number of crashes than female drivers.

STATE AND COMMUNITY HIGHWAY SAFETY PROGRAM (SECTION 402)

OVERVIEW AND GENERAL FUNDING REQUIREMENTS/LIMITATIONS

The Office of Highway Safety of the South Carolina Department of Public Safety is charged with the administration of highway safety programs throughout the state on behalf of the Office of the Governor. Highway safety programs in South Carolina originated under the Highway Safety Act of 1966 and have promoted safety in a variety of areas through state and local projects. This guide provides an overview of each of the areas eligible for federal funding during the FY 2004 funding cycle.

The following program guidelines and list of fundable items have been developed to focus federal funding assistance in those areas that have a maximum probability of reducing death and injury on the highways. The approved program areas were selected on the basis of the magnitude of identified problems, the impact of existing countermeasures, and the potential for further impact on specific problems. To be eligible for federal funds, each traffic safety problem must be substantiated through appropriate data analysis, and the proposed solutions must possess a potential for impact.

Specific Requirements:

All proposals submitted should demonstrate:

1. A highway safety problem/need exists;
2. A measurable impact on highway and traffic safety;
3. Cost effectiveness;
4. A comprehensive and systematic approach implemented in a well-defined geographic area; and
5. A method for project evaluation (both performance and impact evaluation).

General Requirements:

All proposals submitted must demonstrate that:

1. The provisions of OMB Circulars A-128 and the Department of Transportation Common Rule 49 CFR Part 18, are followed; and
2. All cost items are an integral part of an approved highway safety program and have been justified accordingly.

Limitations and Conditions:

The provisions stated in the following sections are not intended to deny flexibility in supporting potential traffic collision and injury reduction activities; however, the conditions do serve as a guide in describing costs that **are not allowable for highway safety funding**.

1. Personnel

- a. The cost of overtime for grant-funded personnel is not allowable.
- b. Grant-funded personnel are to expend 100% of their time in the development, implementation, and evaluation of the activities specified in the approved grant application. Grant-funded traffic officers, for example, are provided to increase the level of traffic law enforcement in a jurisdiction. As such, they are prohibited from providing funeral escorts or parade duty. Special DUI prosecutors are provided solely for the purpose of increasing DUI and other dangerous driving case convictions and relieving the backlog of such cases; they are prohibited from prosecuting or handling other cases, such as burglary, aggravated assault, etc.

2. Facilities

- a. The cost of land is not allowable.
- b. The cost of construction or reconstruction of driving ranges, towers, and skid pads is not allowable.
- c. The cost of construction, rehabilitation, remodeling, or office furnishings and fixtures for state, local, or private buildings or structures is not allowable. The following are some examples of those items considered as furnishings or fixtures, for which costs are not allowable:

| | | | |
|----------------|-----------|---------------------|----------------|
| Desk | Coat Rack | Floor Covering | Picture/Clock |
| Chair | Credenza | Storage Cabinet | Draperies |
| Table | Book Case | Portable Partition | Fixed Lighting |
| Filing Cabinet | Shelving | Office Planter Lamp | |

3. Equipment

- a. Costs for major equipment purchases and purchases of replacement equipment are only allowable through specific prior approval of the federal grantor agency.

- b. Costs shall be factored based on utilization for highway safety purposes where major multi-purpose equipment is to be purchased.
- c. Purchase of the following equipment items are allowable only if they are part of a comprehensive enforcement program:
 - 1. Police traffic radar and other speed measuring devices used by the police (Devices must meet the recommended federal guidelines.);
 - 2. Alcohol testing devices (Devices must be on the recommended list issued by the U.S. Department of Transportation.).
 - 3. In-car video cameras.
- d. Purchase of large-scale computers is not allowable.
- e. Purchase of child restraint devices is allowable if they are in compliance with NHTSA performance standard FMVSS #213 for these devices.
- f. Purchase of weapons, uniforms, and badges is not allowable.

4. Travel

- a. The cost of international travel is not allowable, except as separately approved by NHTSA and the state.
- b. The Office of Highway Safety must approve all requests for out-of-state travel in writing and in advance, unless the specific travel destination has been previously approved and is specifically listed in the Travel section of the approved application budget.

5. Training

- a. The cost of training is allowable using DOT/NHTSA developed, equivalent, or endorsed curriculums.
- b. Development costs of new training curriculum and materials are allowable if they will not duplicate materials already developed for similar purposes by DOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet particular state and local instructional needs.

- c. Costs are not allowable to pay for an employee's salary while pursuing training or to pay the salary of the employee's replacement except where the employee's salary is supported with Highway Safety grant funds under an approved project.

6. Alcohol Treatment Services

The cost of counseling and other alcohol and drug abuse treatment services, the cost of the promotion of such services, and the cost of any materials related to treatment services are not allowable.

Special Note Regarding Supplanting:

The replacement of routine and/or existing State or local expenditures with the use of Federal grant funds and/or the use of Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a State or local agency is considered to be supplanting and is not allowable.

Allowable Costs:

To be allowable, an applicant's costs must be necessary, reasonable, allocable, and used in accordance with appropriate statutes and implementing grant regulations. Highway Safety grant funds are to be used to support state problem identification, planning and implementation of a program to address a wide range of highway safety problems that are related to human factors and the roadway environment and which contribute to the reduction of crashes, deaths, and injuries.

1. Costs are allowable for highway safety consultant services from universities, public agencies, non-government organizations and individuals for State or local highway safety support services or products consistent with the applicable OMB Circular, provided applicable State procurement procedures are followed.
2. Costs are allowable to support a specific highway safety project with promotional activities that offer incentives or encourage the general public to adopt highway safety practices. Documentation must be available to show that such activities do not violate State law. Promotional items and activities must directly relate to the project objectives.
3. Costs of meetings and conferences where the primary purpose is the dissemination of technical information are allowable including meals, transportation, rental of meeting facilities, and other incidental costs. Adequate records must be maintained to document that the primary purpose of the meeting was for dissemination of technical information.
4. The following are some examples of eligible items for Highway Safety grant funding:

- * Program management and administration.
- * Necessary mission-related equipment, training and travel.
- * Evaluation, development, integration, or upgrading of traffic records systems.
- * Development and administration of countermeasure programs to correct identified problems.
- * Evaluation of the effectiveness of program or project improvements.
- * Program coordination for impaired driving prevention public information and education activities.
- * Implementation of a comprehensive enforcement program for detecting, investigating, arresting, and convicting impaired drivers.
- * Implementation of educational and promotional efforts to increase public compliance with occupant protection laws.
- * Work zone safety and corridor improvement programs.

Letters of Support:

Letters of support are requested with the grant application **only** if funds are requested for a community traffic safety project or for a Safe Communities project. Such project applications should include letters of support from a variety of community leaders (i.e., elected officials, school officials, church leaders, law enforcement, etc.) whose support will be vital to the success of the project.

Matching Requirements:

1. The local political subdivisions and private, non-profit organizations are required to assume a **cash** match on a graduated scale for all multi-year highway safety projects. State agencies are exempt from matching requirements. Program intentions, where possible, are to provide start-up financial support to highway safety activities with the applicant agencies providing operational costs in succeeding years.
2. The maximum federal participation for multi-year grants is administered according to the following scale:

| | | |
|------------------------|-------------|----------------------|
| First Year | 90% Federal | 10% Local Cash Match |
| Second Year | 75% Federal | 25% Local Cash Match |
| Third Year | 50% Federal | 50% Local Cash Match |
| Fourth & Future Years* | 0% Federal | 100% Local Cash |

* After the 3rd year, subgrantees are expected to assume the entire cost of sustaining the project. The exception to this are projects that the OHS deems necessary to recommend funding in order to complement an on-

going or planned statewide enforcement and/or educational campaign. It should be noted that while a sliding scale exists for funding and match requirements, no commitment or guarantee is made to funding beyond one year. Thus, no agency will automatically receive three years of federal funds.

Limitations of Federal Funding:

Federal funding is limited to the support of new safety activities or the upgrading/expansion of established safety activities, or both.

Indirect Cost Rates:

State Agencies: All state agencies receiving federal grants or contracts must recover the maximum allowable indirect costs on those projects. All indirect cost recoveries should be credited to the general fund with the exception of recoveries from research and student-aid grants and contracts. Each state agency receiving grants or contracts to which indirect costs may be charged must have an approved indirect cost rate. Agencies must prepare an indirect cost proposal, and submit it to the State Indirect Cost Officer for review and approval.

Local Agencies and Private, Non-Profit Organizations: Local agencies and Private, Non-Profit Organizations receiving federal funds are not authorized to recover indirect costs.

ASSISTANCE IN DEVELOPING GRANT PROPOSALS

Research Assistance

Applicants are encouraged to visit the following web sites for a wealth of research information (including, but not limited to, crash statistics) for developing Highway Safety grant applications:

- National Highway Traffic Safety Administration (NHTSA): www.nhtsa.dot.gov
- Statistical Services Section of the SC Department of Public Safety's Office of Highway Safety: www.scdps.org/ohs/stats_services.html
- State Budget and Control Board's Office of Research and Statistics: www.ors.state.sc.us/codesx/codes/index.htm

While a list of eligible projects have been provided in the individual program areas outlined in the remainder of this manual, applicants are encouraged to visit the National Highway Traffic Safety Administration's (NHTSA) web site for ideas and specific examples of other projects that have been successfully implemented in other states. These projects are outlined in NHTSA's Traffic Safety Digest section of their web page. Funding consideration may be given for such projects in South Carolina. The web address is: www.nhtsa.dot.gov/people/outreach/safedige/

Assistance from Office of Highway Safety

Applicants are strongly encouraged to contact the Office of Highway Safety (OHS) for assistance and guidance in completing their grant applications (e.g., forming appropriate project goals, objectives, evaluation measures, etc.). Listed below are contact names and their program area(s) of expertise. All staff can be reached toll free at 1-877-349-7187.

Rachel Cambre: Police Traffic Services/Alcohol Countermeasures, Youth Alcohol/Youth Traffic Safety

Ed Harmon: Traffic Records

Connie Hoover: Emergency Medical Services, Rail-Grade Crossing Safety, Roadway Safety, Safe Communities

Ginger Patterson: Occupant Protection, Pedestrian Safety, Pupil Transportation Safety, Two-Wheel Vehicle Safety

Patti Reynolds: Questions regarding the completion of the budget pages (pp. 1 - 5)

All other questions can be directed to Phil Riley, Assistant Director of OHS.

RESPONSIBILITIES OF FUNDED APPLICANTS

When a project is funded, the authorized official of the recipient agency enters into a written contractual agreement with the Department that outlines specific responsibilities. A few conditions of the agreement are:

Reporting Requirements

- Progress Reports (programmatic)
- A Final Narrative Report

Claims

Claims for reimbursement are to be submitted on designated forms as issued by the SC Department of Public Safety, Office of Grants Accounting. Claims may be submitted no more than once each month and no less than once a quarter; however, claims are held if the grant recipient is delinquent in the submission of required reports. Failure to submit claims as required may result in project termination.

Procurement

Proper bidding procedures as required by OMB Circular A-102, Attachment O, or OMB Circular A-110 (as applicable) are to be followed. In addition,

- * Bid specifications/requests for proposals for purchases over \$5,000 must be reviewed and approved by Office of Highway Safety staff prior to issuance; once bids/proposals are received, subgrantees must submit bids/proposals for review and approval prior to acceptance of any bid.
- * All contracts for services must be submitted for review and approval prior to execution. **Only under exceptional circumstances are sole source contracts approved.**
- * Purchases in excess of \$5,000 in the unit or aggregate and requiring approval of specifications/bid awards must be submitted through the standard approval process prior to August 1.
- * All grant-funded purchases must be requested, purchased, invoiced, and delivered prior to September 30. As such, any purchases made under this grant must be documented with purchase requisitions/purchase orders dated on or before September 30.

Agencies failing to follow these procedures will not receive reimbursement for such procurements. Purchases for items, which are on a state contract, do not require prior approval. Recipient agency staff should verify contract dates, however, prior to purchase, to ensure that the contract is in existence at the time of purchase and includes both the contract number and expiration date on documentation submitted when reimbursement is requested.

Written Requests

- * Requests for grant revisions after a grant is awarded must be made in writing to the Office of Highway Safety prior to the implementation of the change. Revisions cannot be implemented until written approval is granted by the Office of Highway Safety. Retroactive approval of revisions will not be granted, and costs incurred in such situations will not be reimbursed.
- * Specific out-of-state travel not identified in the Travel Section of the approved grant application budget must receive prior written approval from the Office of Highway Safety. Without such approval, costs for the travel will not be reimbursed.

Personnel

- * Time sheets must be maintained for all grant-funded personnel, reflecting the hours worked on and charged to the project. If personnel are funded 100% through the grant, their activity must be 100% in support of activities agreed upon in the grant award. Costs for grant-funded personnel performing tasks outside the grant will not be reimbursed.
- * All personnel funded under a grant must be identified by name and date of hire. Any changes in grant personnel, reassignments, or terminations must be reported in writing. Costs for personnel services may only be reimbursed for work performed within the dates of hire. Work performed prior to the documented hire date or after the documented termination date under the grant cannot be reimbursed. Personnel costs can only be reimbursed for personnel specifically identified in the approved grant budget. If the budget specifies, for example, one (1) traffic officer at 100%, reimbursement of personnel expenses cannot be made for two officers, each working 20 hours of a 40-hour shift. Reimbursement can only be made for the one officer.

Special Activities

- * All agencies receiving Highway Safety funds will be expected to assist the Office of Highway Safety in promoting the observance of National Child Passenger Safety Week (February); Buckle Up, America! Week (May); Drunk and Drugged Driving Prevention (3D) Month (December) as requested; and participate in Statewide Seat Belt and DUI Enforcement campaigns.

- * **All applicants shall include travel costs in their proposed budgets and shall agree to fully participate in a Project Management Course to be conducted in Columbia, South Carolina. The date for the Project Management Course will be announced at a later time.** Approved applicants will be notified of the date and time of the course following the award of the project. The course will address all financial and programmatic requirements associated with Highway Safety grants, as well as provide special training in highway safety problem identification, evaluation tools, how to work with media, and other topics which will aid in implementation of the grant.
- * **All applicants shall include travel costs in their proposed budgets and shall agree to participate in the South Carolina Highway Safety Conference for 2004.**

Equipment Purchased with Grant Funds

- * All equipment purchased with Highway Safety grant funds must be used for the originally authorized grant purposes for as long as needed for those purposes. Agencies receiving funds to purchase equipment must notify the Office of Highway Safety and request disposition instructions when (1) equipment becomes obsolete, and the agency desires to sell or dispose of the equipment; or (2) the equipment is no longer needed for the original purpose. No disposition of property can be made by the subgrantee until written instructions are provided by the Office of Highway Safety.
- * Property Control records must be submitted for all equipment purchased with Highway Safety funds. The equipment is subject to a biennial property inventory to verify use in accordance with the original grant-funded activities.

CRITERIA FOR GRANT APPLICATION REVIEW

Applications for proposed highway safety activities from qualified applicants will be reviewed by Office of Highway Safety (OHS) staff in accordance with the review criteria listed below. Recommendations by the OHS staff will then be forwarded to the SC Public Safety Coordinating Council for their review/approval pursuant to Section 23-6-520, SC Code of Laws, 1976, as amended. Applications for funding will be reviewed on the following basis:

1. The degree to which the proposal addresses a national or state identified problem area. Priority consideration will be given to applicants who propose major comprehensive community traffic safety programs, safe communities programs, and programs within the counties identified previously as having the highest numbers of traffic collisions, deaths, and injuries during the last five years.
2. The extent to which the proposal meets the published criteria within the specific guidelines.
3. The degree to which the applicant identifies, analyzes, and comprehends the local or state problems. **Applicants who do not demonstrate a traffic safety problem/need will not be considered for funding.**
4. The extent to which the proposal seeks to provide a realistic and comprehensive approach toward problem solution, including documenting coordination with local and state agencies necessary for successful implementation.
5. The assignment of specific and measurable objectives with performance indicators capable of assessing project activity.
6. The extent to which the estimated cost justifies the anticipated results.
7. The ability of the proposed efforts to generate additional identifiable highway safety activity in the program area; the ability of the applicant to become self-sufficient and to continue project efforts once federal funds are no longer available.
8. The ability of the applicant to successfully implement the project based on the agency's past experience in implementing similar projects; the capability of the agency to provide necessary administrative support to the project.
9. For continuation projects, the quality of work and the responsiveness to grant requirements demonstrated in past funding years; current or past grant performance, results of past monitoring visits, and the timeliness and thoroughness of required reports.

HIGHWAY SAFETY GRANT CYCLE
FFY 2004

- February 7, 2003: Notification of Solicitation of Applications and Availability of Funding Guidelines Mailed to Potential Applicants
- " " Posting of FFY 2003 Highway Safety Funding Guidelines on the SC Department of Public Safety's web site: www.scdps.org/ohs/
- March 4-7, 2003: Highway Safety Funding Guidelines Workshops for Potential Subgrantees. **Please contact Ms. Glenda Millaudon of the Office of Highway Safety at (803) 896-9965 or toll free at 1-877-349-7187 by no later than 4:00 pm on Monday, February 24, 2003, to register for any of the following Highway Safety Funding Guidelines workshops. Seating is limited.**
- March 4: 1:00 - 4:30 pm @ SC Law Enforcement Officers Hall of Fame Auditorium, SC Department of Public Safety, 5400 Broad River Road, **Columbia, SC**
- March 5: 1:00 - 4:30 pm @ Greenville County Council Chambers
301 University Ridge, **Greenville, SC**
- March 6: 1:00 - 4:30 pm @ Charleston County Council Chambers
4045 Bridge View Drive, **Charleston, SC**
- March 7: 1:00 - 4:30 pm @ Florence County Council Chambers
180 N. Irby Street, MSC-G, **Florence, SC**
- April 4, 2003: 5:00 p.m. Due Date for Grant Applications. In order to be considered for funding, all grant applications must be delivered to the Office of Highway Safety, SC Department of Public Safety, 300-A Outlet Pointe Blvd. Columbia, SC 29210 by 5:00 p.m. on April 4, 2003. Applications should be sent to the attention of Mr. Phil Riley. The application must physically be in the Office of Highway Safety by 5:00 p.m. on April 4, 2003. Faxed applications and applications with a postmark date of April 4, 2003, are not acceptable. Any application received after 5:00 p.m. on April 4, 2003, will be deemed late and will not be considered for funding.**
- September 1, 2003: Notification of Applicants Not Approved for Funding
- September 22, 2003: FFY 2004 Grant Awards Issued with Funding Beginning October 1, 2003

HIGHWAY SAFETY APPLICATION REVIEW CHECK LIST

ALL APPLICATIONS SHOULD BE REVIEWED PRIOR TO SUBMISSION USING THE CHECK LIST PROVIDED BELOW. IF THERE ARE ANY NEGATIVE ANSWERS, PLEASE REVISE YOUR APPLICATION TO ENSURE COMPLIANCE IN PROVIDING THE NECESSARY INFORMATION.

| <u>Yes</u> | <u>No</u> | |
|-------------------|------------------|---|
| — | — | 1. Is the problem statement clear and concise? |
| — | — | 2. Is sufficient information regarding the problem provided? |
| — | — | 3. Has sufficient data been provided in the problem analysis to prove the problem? |
| — | — | 4. Has adequate information on the current situation been provided in the problem analysis? |
| — | — | 5. Is the stated project term more than one year and does it indicate changes or outcomes anticipated? |
| — | — | 6. Are the objectives consistent with the problem statement? |
| — | — | 7. Are the objectives stated in measurable terms for specific time periods? |
| — | — | 8. Does the narrative describe the project and discuss the tasks and activities proposed to correct the identified problem? |
| — | — | 9. Will the performance indicators listed measure the attainment of stated objectives? |
| — | — | 10. Has the source or method of collecting data to measure effect been identified? |
| — | — | 11. Will the indicators listed measure the impact of program goals? |
| — | — | 12. Has an evaluation plan been included in the application? |
| — | — | 13. Has the subject of continuation of project activity for future years been adequately discussed? |

- — 14. If a continuation project, has a thorough analysis of the results of the previous year's project been included in the narrative?
- — 15. Have an **original application and seven copies** been prepared to be forwarded to the Office of Highway Safety for the review process?
- — 16. Does the application fall under one of the program areas identified for funding?
- — 17. Have all costs been satisfactorily justified according to the approach proposed? Has sufficient budget detail been given and all figures checked for accuracy?
- — 18. Were travel costs included in the project budget for staff to attend the Project Management course?

PRIORITY EMPHASIS AREAS ELIGIBLE FOR FUNDING IN FFY 2004

Priority areas for which applications will be accepted are described below:

Alcohol Countermeasures: The enforcement, adjudication, education, and systematic improvements necessary to impact impaired and drugged driving. This includes programs focusing on youth alcohol traffic safety issues.

Occupant Protection: The development and implementation of programs designed to increase usage of safety belts among all age groups and proper usage of child restraints.

Police Traffic Services: The development or enhancement of traffic enforcement programs necessary to directly impact traffic crashes, fatalities, and injuries. DUI enforcement, occupant protection, and speeding programs are priorities. Components of grant proposals may also include efforts to educate and improve the driving skills, attitudes and behaviors of young drivers, ages 15 - 24.

Safe Communities: The development and implementation of Safe Communities programs in geographic regions within the state with the highest frequencies of traffic collisions, injuries, and deaths. This may also include education and systematic improvements necessary to impact impaired and drugged driving among drivers ages 24 and younger, as well as programs to educate and improve the driving skills, attitudes and behaviors of young drivers, ages 15 - 24.

Traffic Records: The continued development and implementation of programs designed to enhance the collection, analysis, and dissemination of collision data, increasing the capability for identifying and alleviating highway safety problems.

OTHER AREAS ELIGIBLE FOR FUNDING IN FFY 2004

Emergency Medical Services: The development of programs to increase the number of First Responders to crash scenes and to provide for hazardous materials training.

Pedestrian Safety: The development, implementation and evaluation of educational and enforcement programs that will enhance pedestrian safety.

Pupil Transportation Safety: The implementation of programs to enhance the safety of children at school bus stops and while boarding/deboarding buses.

Rail-Grade Crossing Safety: The development/implementation of law enforcement training to prevent train/motor vehicle crashes and to improve the investigation of such crashes.

Roadway Safety: The development of programs to improve work zone safety, as well as the development of corridor safety improvement projects.

Two-Wheel Vehicle Safety: The development and implementation of programs to reduce the frequency of involvement of two-wheel vehicles such as motorcycles, bicycles, and mopeds, in traffic collisions.

PRIORITY EMPHASIS AREA PROGRAM DESCRIPTIONS

ALCOHOL COUNTERMEASURES

Note: Please refer to page 11 of this manual for assistance and guidance in developing your grant application.

Program Area Goal:

The goal of the Alcohol Countermeasure Program is to significantly reduce the number of alcohol/drug-related traffic collisions, fatalities and injuries in the state.

Systematic Improvements and Programmatic Initiatives:

The following projects in the Alcohol Countermeasures Program area are eligible for funding in FY 2004:

1. Comprehensive Community Alcohol Programs

Comprehensive Community Alcohol Programs will be given priority consideration for funding. Such programs seek to involve all segments of local jurisdictions to improve DUI statistics, reduce collision involvement with DUI as a factor, and deter the general driving population from risking a DUI arrest. Components of a comprehensive program include, but are not limited to:

- * Improved detection and apprehension (law enforcement);
- * Improved DUI prosecution;
- * Alternative sentencing programs for DUI offenders;
- * Use of volunteers or civic groups in making presentations and in coordinating activities, including EMS;
- * Involvement of the private sector in project activities;
- * Involvement of local health departments/area hospitals, etc.; and
- * Coordination with local hospital ENCARE programs.

Any local political subdivision, agency or institution funded by tax dollars may submit separate applications for funding as a component of a comprehensive community program; however, one application involving all components submitted by the participating governmental unit is preferred. Applications for Comprehensive Community Alcohol Programs should include the following criteria:

- a. The proposal must demonstrate how the particular component for which funding is requested fits into the total initiative;
- b. The agency/local political subdivision must indicate in the proposal their willingness to serve on and/or organize a local steering committee consisting of representatives from all disciplines in the community who will work together to implement or coordinate the project, or both;
- c. The proposal must provide a rationale for the approach to be used and a clear, concise organizational structure for the implementation of the project; and
- d. The proposal must demonstrate how established goals and objectives complement the overall goals and objectives of the community's comprehensive project.

2. Comprehensive Youth Community Alcohol/Drug Programs

Comprehensive Youth Community Alcohol/Drug Programs will be given priority consideration for funding. Such programs seek to involve all segments of local jurisdictions to improve DUI youth statistics, reduce collision involvement with DUI as a factor, and deter the teen driving population from risking a DUI arrest.

Any local political subdivision, agency or institution funded by tax dollars may submit separate applications for funding as a component of a comprehensive youth community program; however, one application involving all components submitted by the participating governmental unit is preferred. Applications for Comprehensive Youth Community Alcohol/Drug Programs should include the following criteria:

- a. The proposal must demonstrate how the particular component for which funds are requested, fits into the total initiative;
- b. The agency/local political subdivision must indicate in the proposal its willingness to serve on and/or organize a local steering committee consisting of representatives from all disciplines in the community who will work together to implement or coordinate the project, or both. Members of the targeted age group must be included on the steering committee;
- c. The proposal must provide a rationale for the approach to be used and a clear, concise organizational structure for the implementation of the project; and

- d. The proposal must demonstrate how established goals and objectives complement the overall goals and objectives of the community's comprehensive project.

3. Specialized Training

Applications for the provision of training to targeted groups that have an impact on DUI enforcement, adjudication of DUI offenders, and public information regarding DUI training projects should include:

- a. The targeted group to be trained;
- b. The learning goals and objectives of the training;
- c. A method for measuring the effectiveness of the training;
- d. The ultimate impact on alcohol and drug-related collisions, deaths, and injuries or the impact on the DUI countermeasure system that will result from the training event(s), or both;
- e. A narrative of the methodology to be used in the training; and
- f. A course outline of information to be covered.

Examples of specialized training programs include, but are not limited to, magistrate training; training for municipal, juvenile and circuit court judges; training in the use of an integrated curriculum; training in community organizations; law enforcement training; or coroner training.

4. Public Information and Education (PI&E) Projects

Public Information and Education (PI&E) Projects shall be structured to disseminate information to a community or targeted group. PI&E projects may address the entire driving community, or may focus on a segment of the population demonstrating problems in the area of traffic safety. For example, PI&E projects may focus on traffic safety issues involving drivers aged 15-24, who remain over represented in traffic crashes, injuries, and fatalities. The ultimate goal of PI&E projects is to reduce the number of alcohol/drug-related traffic crashes, deaths, and injuries through knowledge gained and ultimately through behavioral changes. PI&E projects should provide a comprehensive strategy to involve the community in continuing educational efforts above and beyond any media exposure. PI&E project criteria are as follows:

- a. The project application must clearly define the problem and the targeted group to be identified;

- b. The application must outline the rationale and the methodology for the approach to be taken, using state highway safety and other related data;
- c. If messages for public service announcements or other media exposure are planned, focus groups or other market testing measures must be used in message development and should be included in the project narrative;
- d. A method for evaluation of the project's impact must be clearly outlined, with an estimate of the cost of the evaluation included in the budget breakdown;
- e. Methods for accessing the targeted population, other than mass media, must be outlined;
- f. The problem analysis section of the grant application must concisely document the current status of DUI public information programs in the jurisdiction applying;
- g. The project must specify the manner in which private sector involvement in the project will be solicited and an estimate of the type and amount of this involvement;
- h. The application must detail the approach planned to secure free air time and advertising space, since grant funds may not be used to purchase these items; and
- i. The application must specify the manner in which the PI&E effort will be continued after the grant period ends. Examples of PI&E projects include, but are not limited to:
 - Projects that present community-focused efforts, involving law enforcement, the private sector, local media, and community service organizations;
 - Projects that establish and train speaker's bureaus;
 - Projects that establish youth traffic safety organizations;
 - Projects that develop alcohol/drug safety coalitions to promote alcohol/drug safety education; or
 - Projects that provide intensive public information and education to specialized target groups, particularly male drivers ages 25 - 44 and young drivers aged 15-24.

5. System Improvement Projects

Projects that provide improvements in the operation and functioning of the components of the DUI countermeasure system are included in this category. Project examples include those that identify a need or gap in the system and propose a solution to address these gaps and needs. Needs identified by the Office of Highway Safety include standardization and development of programs dealing with field sobriety testing. They include tracking and evaluation of the arrest through conviction process; an analytical study of the adjudication process in South Carolina; the establishment of alternative sentencing programs for DUI offenders; coroner training; judicial training and improvements; upgrading and improving data collection and retrieval systems; and establishing more facilities equipped with Breath Alcohol Testing equipment. **Treatment, rehabilitation and incarceration projects are not eligible.** System improvement project applications must include:

- a. A clear, concise statement of the improvement to be made and the current status of the particular component of the DUI countermeasure system to be impacted by the project;
- b. Specific chronological steps to be taken by the project;
- c. The anticipated results of project implementation with regard to the particular component and the benefits to the DUI countermeasures system;
- d. If anticipated results of project implementation will impact other countermeasure components, an estimate of the nature of this impact;
- e. A clear estimate of the cost effectiveness of the project; and
- f. A thorough description of the manner in which the project proposes to meet the needs identified in the application.

6. Special DUI Prosecutors for Local Areas

The goal of this project category is to increase the conviction rate of DUI offenders in judicial circuits where there exists a backlog of DUI cases. Project applications requesting a special DUI prosecutor must:

- a. Demonstrate an increase in DUI arrests within the judicial circuit, providing at least three years of data;
- b. Provide the number of *nolle prossed* cases, or the number of cases dismissed over the past three years, and the average age of these cases;

- c. Demonstrate that the judicial circuit has a substantial backlog of DUI cases. Comparisons with the backlogs of other circuits would be helpful. The age of backlogged cases should also be provided;
- d. Outline DUI-related training to be provided for the assigned prosecutor;
- e. Establish special goals for increasing the conviction rate of DUI offenders and for decreasing the DUI case backlog;
- f. Discuss how the project will be evaluated;
- g. Discuss how DUI cases are currently being handled with existing staff;
- h. Provide a sound approach for project implementation; and
- h. Provide the conviction rate for the previous three years, by county, in the judicial circuit.

7. Targeted Education for Young People

Projects specifically targeting young drivers ages 15 - 24 with education on alcohol and/or drugs, seat belt usage, and speeding will be given consideration. Educational projects are more focused on a targeted population and provide a longer exposure to the alcohol/drug and highway safety message than public awareness (media) campaigns. Parameters for a targeted, educational program include, but are not limited to, the following:

- a. Projects must accurately define the targeted population. Young (15 - 24 years old) drivers or young people who have not yet reached driving age are appropriate targeted groups, or both;
- b. Projects must specify a methodology for reaching the defined targeted population. The methodologies designed should clearly outline the manner in which the targeted group will be accessed and the projected number to be impacted by the project;
- c. Projects eligible for funding should be located in school districts, colleges, universities, and city or county agencies that deal with safety education or recreation; and
- d. Targeted education projects should provide in-depth education to a specific population, measuring and evaluating that impact; and
- e. Applicants should identify in their proposal what existing highway safety education is now being done in the community by other organizations (MADD, SADD, ENCARE, etc) and within the school system.

OCCUPANT PROTECTION

Note: Please refer to page 11 of this manual for assistance and guidance in developing your grant application.

Program Area Goal:

The goal of the Occupant Protection Program is to promote and increase the usage of safety belts and the proper usage of child restraints by vehicle occupants in South Carolina.

Systematic Improvements and Programmatic Initiatives:

During FY 2004, projects targeting groups and/or geographic areas with low usage rates of compliance with occupant protection laws will receive priority. Projects focusing on proper usage of child restraint devices will also receive priority.

The following projects in the Occupant Protection Program area are eligible for funding in FY 2004:

1. Innovative/Pilot Community Safety Belt Projects and Projects Focusing on Minority Group and Youth Seat Belt Use

A need exists to implement community projects, that include Hispanic, other minority groups and young drivers, to encourage and promote safety belt and passive restraint use. Priority will be given to community-wide initiatives using innovative and creative approaches to encourage/promote the proper use of occupant restraints and to increase usage rates. While limited public information and education efforts may be a component of a community safety belt project, the primary focus should not be media centered.

2. Comprehensive Safety Belt and Alcohol Education and Incentives Projects

There is a need to implement targeted education and incentive projects, emphasizing both the dangers of drinking and driving and the benefits of safety belt usage. Safety belts are a primary defense against the impaired driver. Projects in this area may be statewide or community initiatives. Projects should incorporate in their approach emphasis on decision-making skills and on establishing positive habits for good health. Projects should also incorporate an incentive campaign to increase occupant restraint usage. Projects specifically focusing on young drivers ages 15-24 with education on alcohol and/or drugs, seat belt usage, and speeding will be given consideration.

Projects of this type must incorporate a minimum of two components: 1) a public information component with a media and an incentives campaign, and 2) an educational component that uses the message of the media campaign while

providing in-depth information and skill development to targeted groups through printed materials and educational presentations.

3. Safety Belt Projects for Schools

Schools are an important arena in which to reach students, parents and others who transport students. Studies have indicated that children can be very influential in promoting safety belt usage in families. Studies have also shown that teenagers and young males are over-represented in fatal and injury crashes. Traditionally, belt usage rates among these groups have been low.

Projects in this category should be comprehensive in scope to include the medical and business community in promoting highway safety in the schools. Projects should also be educational or promotional programs designed to measurably increase usage of safety belts among this targeted population group. Projects should also target entire school districts involving students, parents, teachers, and administrators and should be tied into all school activities.

4. Fitting Stations

A need exists to establish Fitting Stations in permanent and/or mobile locations for the convenience of individuals in learning how to properly install child passenger safety seats. Projects of this type must incorporate a minimum of two components: 1) Project staff must complete the 4-day Certified Child Passenger Safety Technician course, and 2) each Fitting Station must be equipped with child safety seats and hardware necessary to secure seats properly. The Fitting Station personnel would provide up-to-date information to parents or caregivers concerning the proper installation of his or her seat. Additional activities of the project would include presentations in local schools and other outlets where parents might be in attendance with their children. Local fire stations, baby store outlets and daycare facilities are examples of locations for Fitting Stations.

Note: Projects that incorporate a child passenger safety seat distribution plan as a component of the application must ensure that project staff involved in the distribution are trained at the AAA four-day Child Passenger Safety Technician level.

POLICE TRAFFIC SERVICES (PTS)

Note: Please refer to page 11 of this manual for assistance and guidance in developing your grant application.

Program Area Goal:

The goal of the Police Traffic Services Program is to reduce the number of traffic collisions and injuries reported on South Carolina's streets and highways by developing and implementing well-organized, comprehensive traffic enforcement programs with program support from all levels of command.

Systematic Improvements and Programmatic Initiatives:

General program requirements and funding conditions that apply to all traffic enforcement programs are as follows:

1. In order for traffic enforcement proposals to be considered for funding, state and local crash data and traffic records analyses must be available to fully justify the requirement for increased traffic enforcement. Jurisdictions must have a high incidence of crashes or a significant increase over its previous year in order to justify a proposal. Collision data and analyses, along with citation data, if available, should be used to clearly indicate a major problem and to demonstrate that increased enforcement will have a major impact on the reduction of traffic crashes.
2. Programs initiating a traffic division within cities or counties must insure and document the department's commitment to operate a comprehensive traffic enforcement program, not only during the grant period, but after federal funds are no longer available. These programs must develop and implement an enforcement plan for alcohol and drug impaired driving, safety belt use and child passenger safety laws, speeding, and other hazardous driving actions. Sufficient manpower must be provided to have an effective impact on collision reduction.
3. Proposals may establish, on a statewide or community level, specialized speed, DUI, occupant protection or other selective traffic enforcement programs using full time employment to concentrate on areas of known high DUI and speed activity or a high collision rate. Priority will be given to complete comprehensive programs that include a public information effort and training.
4. The purchase of equipment will not be considered unless the equipment is required to improve an on-going traffic enforcement program, to support a statewide enforcement campaign, or is required in the development of a new traffic enforcement unit. Support equipment required to implement the enforcement program must be fully justified and must have a direct effect upon the apprehension and conviction of the traffic offenders.

5. Programs must develop a cooperative working relationship with other local, county, and state governmental agencies and community organizations in regards to traffic safety issues.
6. Continuation programs must provide an analysis of the results of the previous year's activities (e.g., the number of DUI arrests compared with previous years, number of citations issued compared with past years, the number of traffic crashes and fatalities compared with previous years, etc.).
7. Agencies applying for and receiving funding for traffic enforcement programs must agree to assist the Office of Highway Safety in promoting national Child Passenger Safety Week (February), Buckle Up, America! Week (May), and Drunk and Drugged Driving Prevention (3D) Month (December).
8. All applications should address how funding will serve to decrease the number of collisions, injuries, and fatalities in their respective jurisdictions through increased enforcement and educational efforts. Subgrantees funded for traffic safety enforcement units must ensure that the level of enforcement for traffic-related offenses is increased above and beyond enforcement levels experienced prior to the establishment of the grant-funded unit.
9. All traffic enforcement programs must incorporate DUI enforcement, speed enforcement, and occupant protection enforcement as major components of their effort.

The following projects in the Police Traffic Services Program area are eligible for funding in FY 2004:

1. Selective Traffic Enforcement Programs (Statewide and Community)

Selective traffic enforcement programs should follow established traffic enforcement methods in which personnel and equipment are concentrated at high collision locations. To maximize effectiveness, selective enforcement must be based on accurate data and data analysis; therefore, adequate traffic records must be maintained in order to justify the use of valuable personnel and equipment resources at the selected sites. An established traffic records system must contain a minimum of three years of data regarding the number and types of crashes that occurred, the violations, citation data for various traffic offenses, and the locations of collisions/traffic arrests. Crash records and citation data must provide such vital information as time of day; day of week; weather conditions and roadway conditions; and number of DUI, speed, safety belt, and child restraint citations issued. This data, when properly analyzed, can be used to identify the locations to which and the times when a selective traffic enforcement program should be deployed. In developing a selective traffic enforcement program on either a statewide or community level, applicants must:

- a. Demonstrate how traffic collision, citation and other related data will be used in the deployment of personnel;
- b. Provide a plan for the training of the traffic supervisor and the traffic officers assigned to the project;
- c. Provide information about the program to local judges and magistrates to acquaint them with the need for increased enforcement and to secure their support;
- d. Discuss a method for determining the outcome and effectiveness of the selective traffic enforcement program. This method should include both qualitative and quantitative components;
- e. Include an appropriate and aggressive public information component to educate the public as to the program's purpose and to encourage its support for increased traffic enforcement to address the identified problems;
- f. Indicate that support for increased traffic enforcement has been received from the city/county governing bodies and that the traffic program has the approval of all command level personnel within the department. The proposal should discuss the department's commitment to a comprehensive selective traffic enforcement program;
- g. Demonstrate and document an increase in manpower and man-hours for selective traffic enforcement; and
- h. Provide a comprehensive plan to alleviate, through selective traffic enforcement, the identified state or community traffic safety problem.

2. Alcohol Enforcement Programs (Statewide and Community)

Alcohol enforcement programs are complex traffic enforcement programs. First, an effective traffic records system must be available in order to identify problem areas, track case dispositions, and analyze final results. The traffic officers assigned to such programs must be highly trained and skilled in order to detect a potential DUI. They must be able to administer proper field sobriety tests, videotape the suspect, supervise administration of the breath test during booking proceedings, and provide adequate case documentation for court presentation.

Traffic enforcement efforts in DUI detection, apprehension, and conviction can be enhanced through the use of up-to-date equipment. Most law enforcement agencies are in need of innovative equipment, such as passive breath test devices and in-car video cameras that enable the traffic officer to video tape all traffic violations. The use of passive alcohol sensors, along with advanced training,

increased concentrations of personnel, and strong educational programs, are means by which South Carolina's traffic collisions and injuries can be reduced.

Proposals for either statewide or community Alcohol Enforcement Programs must:

- a. Include a plan for specialized DUI and traffic enforcement training for enforcement and supervisory personnel assigned to the project, including the number of officers to be trained, the types of training, and the anticipated results;
- b. Describe your department's traffic records data information system;
- c. Describe the public information and educational program to be implemented as a part of the program. Such a program should focus on the risks of drinking and driving and the likelihood of apprehension through the program. These programs should focus on certain groups that have been identified as being at high-risk for driving under the influence (i.e., males ages 25 - 34);
- d. List the enforcement tools, such as radar and video equipment, needed to implement the project and cost projections. Explain how these tools will be utilized in furthering project objectives;
- e. Demonstrate/discuss the department's commitment to the program. Include a detailed description as to how the department intends to provide continuing support, both programmatic and financial, after the end of the grant period;
- f. Outline methods for providing information about the program to local judges and magistrates to acquaint them with the need for increased enforcement and to secure their support;
- g. Describe how the enforcement effort will be initiated to increase DUI arrests and to reduce alcohol/drug-related crashes;
- a. Describe the need for this specialized program, based on the number of DUI-related crashes, injuries, and fatalities in the area to be covered by the program; and
- b. Demonstrate and document an increase in manpower and man hours for alcohol enforcement.

3. Establishment/Enhancement of Traffic Enforcement Divisions

In those areas where an analysis of traffic collision and citation data indicates a major traffic safety problem, programs should be developed to provide sufficient personnel and equipment to effect a positive change in the collision/injury/arrest rate. Applicants must first determine the extent of the problem. They must then consider the minimum personnel requirements and the equipment necessary to impact the problem through either the development of a new traffic enforcement division within the department, or the continuation/enhancement (within program length limitation guidelines) of the existing traffic enforcement divisions. Specialized traffic enforcement, collision investigation, and supervisory training must be included in such proposals in order to direct and conduct an effective traffic enforcement program.

Proposals for projects that establish and enhance traffic enforcement divisions must:

- a. Provide traffic records, citations or arrest data, and other information to adequately identify a traffic problem;
- b. Develop a plan for increased training for all traffic officers, including the type of training, the number to be trained, and the anticipated results;
- c. Determine the equipment necessary to effectively establish a traffic enforcement division;
- d. Describe how a public information program will be initiated/implemented to inform the general public of the program, to provide them with basic traffic safety education, and to secure their support for the increased enforcement effort;
 - a. Demonstrate and document a need to increase personnel hours for traffic enforcement;
 - f. Demonstrate/discuss the department's commitment (and that of the city/county/state governing body) to a comprehensive traffic enforcement program;
 - g. Demonstrate a well developed, comprehensive plan for enforcement to alleviate identified problems in the state or community; and
 - i. Provide and establish specific objectives that are clear, achievable, measurable, and time-specific. These statements must reflect the activities needed to fully implement the project. Be sure that enforcement goals are achievable, taking into account factors such as manpower constraints and

seasonal population fluctuations. Include any other tasks that are relevant to achieving Project Goals.

5. Public Information and Education (PI&E) Projects

Public awareness and knowledge about traffic enforcement are essential for maintaining compliance with traffic laws. Building such awareness and knowledge requires a well-organized, on-going public information and education program utilizing both mass media and educational presentations. Law enforcement agencies must not only inform the public regarding the basics of traffic laws and traffic safety. They must also make the general public aware of current enforcement efforts and initiatives that are being implemented in the communities they serve. An effective police traffic services public information and education program can result in increased compliance with traffic laws and reduced traffic crashes and deaths. Public Information and Education projects may focus on drivers of all ages, or may concentrate on specific age groups in which traffic safety problems are noted to occur. For example, projects may be structured to disseminate information among young drivers aged 15-24, who continue to be over represented in traffic crashes, injuries, and deaths. The need and demand for traffic safety educational services is ongoing.

Proposals for either statewide or community Public Information and Education campaigns to support Police Traffic Services must:

- a. Describe how the program will identify and target an audience with specific needs in traffic safety education. This will be accomplished after data analysis has identified problem areas;
- b. Include a detailed description of how the program will address the public concerning the enforcement of serious traffic safety issues such as safety belt and child passenger safety, impaired driving, youth alcohol/youth traffic safety issues, and speed;
- c. List the materials that will be needed to implement the project, how they will be disseminated to reach the target audience, and how they will assist in obtaining project goals;
- d. Participate in special events, such as Buckle Up, America! Week (May), and statewide high visibility enforcement efforts;
- e. Document the department's commitment to the program, and provide a detailed description of how the department will support the program, both programmatically and financially, at the end of the grant period;
- f. Provide for sufficient market research and testing of concepts prior to production and distribution of materials;

- h. Offer a plan for how education and information will be provided to the target audience through means other than mass media, such as on-going educational seminars for various age groups.

SAFE COMMUNITIES

Note: Please refer to page 11 of this manual for assistance and guidance in developing your grant application.

Program Area Goal:

The goal of the Safe Communities Program is to initiate and implement Safe Communities programs in geographic regions within the state with the highest frequencies of traffic collisions, injuries, and deaths so as to reduce the incidence of such occurrences.

Systematic Improvements and Programmatic Initiatives:

Safe Community Program: A Safe Community Program is a coalition of individuals from citizen advocacy groups, law enforcement, business, health agencies, education, the courts, and the media, who combine efforts to develop solutions to local traffic safety problems. Members of a Safe Community Program form coalitions with elected officials and other community leaders to accomplish their goals. A Safe Communities Program has four defining characteristics: 1) Data linkage; 2) Expanded partnerships; 3) Citizen involvement and input; and 4) Comprehensive injury control programs, which normally combine two or more traffic safety strategies to address local traffic safety problems. All partners in a Safe Community Program participate in data collection/analysis, injury problem identification/ranking, program planning, resource development, and evaluation.

The following projects in the Safe Communities Program area are eligible for funding in FY 2004:

1. Safe Communities

Safe Communities applications must demonstrate a solid organizational base to manage and coordinate the program. There must be a firm commitment from the outset to the traffic safety effort, with long term support by community leaders, both at governmental and private sector levels. Community involvement and input are essential to establish community priorities for identified problems. Individual citizens should be actively involved in identifying, designing and implementing solutions to traffic safety problems.

Applications should include the following:

- a. An injury assessment/demographic profile of the area covered by the project;
- b. Letters of commitment to participate in the project from relevant agencies;
- c. The inclusion of an objective which proposes to establish a NETS (Network of Employers for Traffic Safety) through the project;

- d. Objectives that are supported by the injury assessment;
- e. A full-time coordinator for the Safe Communities Program;
- f. The establishment of a Project Advisory Committee, composed of a representative from at least eight traditional and non-traditional traffic safety partners to guide project activities. Such partners may include representatives from EMS staff; the County Coroner's Office; the County Sheriff's Office/Police Department; the school system; business and industry; and/or the public health and/or the local hospital;
- g. A logo and theme for the Safe Communities project; and
- h. Five public safety programs/activities each quarter.

2. Injury Data Analysis and Linkage Projects

Projects that create or expand linkages for data from single to multiple sources will be given priority consideration for funding. Injury and cost data are critical to Safe Communities and other similar programs, because addressing traffic-related injuries suggests that not only are fatalities reduced, but injuries and health care costs are reduced, as well. The shift in emphasis from fatalities to injury and cost information means that different data sources need to be identified.

Data should provide information about the severity, location, target population affected, and cost of injuries. Data linkage also identifies common risk factors (e.g., young people who drink are at risk for impaired driving, violence, drowning, etc.) so that measures can be designed to address them (e.g., traffic safety and violence prevention efforts can join forces to reduce youth access to alcohol). Applicants for data linkage projects must include memoranda of understanding with agencies agreeing to participate in the sharing, access, and retrieval of data. Projects of this type include, but are not limited to:

- a. Projects using/linking and assessing data from health departments, hospitals, emergency medical services providers, law enforcement, courts, juvenile facilities, and other agencies;
- b. Projects initiating a comprehensive data collection program for communities throughout the state;
- c. Projects using traffic crash data, linked to expanded data sources, to develop prevention and educational initiatives; or
- d. Projects using data to focus on the cost of traffic-related fatal and non-fatal injuries.

3. Innovative/Pilot Projects for Youth

Innovative or pilot youth projects are those which offer a unique approach or an unusual method of accessing the 15 - 24 year old driving population. Projects that include public and private sector involvement in fulfilling ongoing project goals and objectives will be given priority. In addition to a clear problem statement and precise program goals/objectives, this type project application must also include:

- a. A rationale for the approach to be used, which includes a review of the literature concerning previous similar projects and documents a need or issue to be addressed by the project;
- b. A clear, concise organizational structure for the implementation of the project and a detailed description of how the target group will be accessed;
- c. A detailed implementation schedule;
- d. A solid plan for project evaluation based on the goals and objectives stated in the grant application and a method for evaluation of impact on the targeted population;
- e. A plan for the thorough documentation of project operations in order to facilitate project replication;
- f. An estimate of the cost effectiveness of the project; and
- g. A plan for establishment of an advisory committee of appropriate agency or other representatives to assist in project refinement and implementation, or both. The advisory committee must include members of the targeted age groups.

Other projects that identify innovative methods of accessing the target group with a creative and appropriate message are eligible for funding under this category. Projects that combine safety belts and alcohol/drug highway safety programs in a comprehensive, targeted manner are also eligible demonstration projects.

TRAFFIC RECORDS

Note: Please refer to page 11 of this manual for assistance and guidance in developing your grant application.

Program Area Goals:

The goals of the Traffic Records Program are:

- 1) To continue to support the development and operation of a statewide system that provides for the collection, analysis, and dissemination of traffic collision and other related data to be used in the planning and management of operational safety programs at the state and local levels.
- 2) To implement the Strategic Plan resulting from the Traffic Records assessment completed during FY 1997, which determined the strengths/weaknesses of, and recommended improvements to, the state's Traffic Records System (TRS).
- 3) To identify and implement technologies necessary to improve both the statewide TRS and local safety information systems.

Systematic Improvements and Programmatic Initiatives:

Traffic collision data are the focal point of the various record systems that must be accessed to identify highway safety problems. The management approach to Highway Safety program development embraces the concept of implementing countermeasures directed at specific problems identified through scientific, analytical procedures. The results of any analytical process are only as valid and credible as the data used in analysis. Therefore, an effective safety program is dependent on an effective collision records system to include significant citation and adjudication information as well.

The following projects in the Traffic Records Program area are eligible for funding in FY 2004:

1. Local Traffic Records Systems

Projects to computerize and/or upgrade local traffic records systems will be eligible for funding. Local projects must coordinate local system development with the South Carolina Department of Public Safety to ensure compatibility, where appropriate, with the state traffic records system. **Specifically, local projects submitted for consideration must display an appropriate interface and compatibility with the South Carolina Collision and Ticket Tracking System (SCCATTS) project. Documentation for coordination efforts should be included in the application.** Examples of such projects include:

- * Projects computerizing traffic crash records and citation data for purposes of analysis for the deployment of selective enforcement units as part of an on-going police traffic services program;
- * Projects using traffic collision data or traffic-related data in developing prevention and education initiatives;
- * Projects using traffic records system data for evaluation purposes; or
- * Projects linking local systems to the state system.

Criteria for such proposals include:

- a. The costs associated with acquisition of software, as well as processing of reports and other output are eligible for funds;
- b. The cost of hardware (mainframe central processors) is not allowable. Federal funding toward the purchase price of microcomputers must not exceed the cost of a three-year lease/rental agreement. Costs must also be factored on the basis of the percentage of projected highway safety usage, and records must be maintained on the actual usage;
- c. The proposal must describe how traffic collision data or other traffic-related data will be used as a means of analysis and as a basis for traffic crash prevention;
- d. The proposal must describe how the project will appropriately interface and coordinate with the SCCATTS project;
- e. The proposal must describe in the narrative data elements to be incorporated in such a system (time of collision, location, belt usage, sight distance, weather conditions, etc.);
- f. The proposal should incorporate the use of personal computers for on-line access capability with an established computer system; and
- g. Proposals for establishing a traffic records system as part of an on-going police traffic services program should indicate agreement on behalf of the department and affected units to use traffic collision data as the basis for deployment of enforcement officers. This should serve as a means to direct enforcement activities in such a manner as to have the greatest impact on traffic safety.

2. DUI Data Collection and Retrieval Systems

A project to establish linkages in data collection and retrieval systems that involve DUI will be considered for funding. In order to assess the components of the countermeasures in place and to provide a more comprehensive system of countermeasures, there is a need to assess and make recommendations for the establishment of linkages in data collection and retrieval systems. Since several diverse state and local agencies collect arrests, convictions, testing, suspensions, rehabilitation, re-licensing, re-arrests, and collision data, there is a need to design and implement a methodology for improving and establishing a coordinated approach toward the collection of DUI-related information. Specifically, DUI data collection and retrieval systems projects submitted for consideration must display an appropriate interface and compatibility with the South Carolina Collision and Ticket Tracking System (SCCATTS) project. A project of this magnitude might be implemented in phases and could go well beyond a one-year project period. Costs for this project must be well documented and adequately justify the outcome.

The parameters of this project include, but are not limited to, the following:

- a. A thorough assessment of the data collected by each state agency must be conducted, including DUI arrests, convictions, sentencing, fines, suspensions, chemical testing, rehabilitation and re-licensing data, as well as alcohol/drug-related collision and fatality data. Agencies collecting this information include the South Carolina Department of Public Safety, the State Law Enforcement Division, South Carolina Court Administration, the South Carolina Department of Alcohol and Other Drug Abuse Services (DAODAS), the Division of Emergency Medical Services (SC Department of Health and Environmental Control), Office of the Attorney General and other agencies. This assessment should include the nature of the data collected, the manner in which it is collected, the frequency and format of retrieval, and the use made of the information by the agency;
- b. After a thorough assessment of the data is completed, the project must then identify gaps in information collection and reporting, linkages that need to be established, any duplicative data, whether additional data needs to be collected, and other needs or improvements;
- c. Based on the assessment of data availability, the needs and gaps identified, and the costs of feasibility of implementing an improved information system, the project must develop a methodology for coordinating the various DUI data collection and retrieval systems;
- d. A detailed description of how the project will appropriately interface and coordinate with the SCCATTS project; and

- e. Implementation of a project of this nature requires the submission of an action plan for the purpose of gaining the support of and access to the agencies involved in data collection and retrieval.

3. **Implementation of Assessment Recommendations/Strategic Plan for Statewide TRS**

The Statewide Assessment of the Traffic Records System completed during FY 1997 demonstrated the need to upgrade both hardware and software to make use of newer and more efficient technology, as well as to meet the increased information demands of system users. A project proposal to implement the assessment recommendations and to begin implementation of the strategic plan will be given priority consideration for funding. **Specifically, projects submitted for consideration must display an appropriate interface and compatibility with the South Carolina Collision and Ticket Tracking System (SCCATTS) project.** Project proposals must include:

- a. A general description of the state's TRS, including the files that comprise the system; the major collectors of data for each file, the users of the files, and the owners of the files;
- b. A description as to how each assessment recommendation (or which of the recommendations) will be addressed through the project;
- c. A discussion of how the Traffic Records Steering Committee will be utilized to assist in implementation;
- d. An explanation of how any required programming changes will be made;
- e. A discussion of how any changes made will reflect new, proposed national minimum data reporting guidelines as needed and ensure consistency with such guidelines;
- f. A description of how the project will appropriately interface and coordinate with the SCCATTS project; and
- g. A plan for obtaining future annual budget allocations within the agency budget to keep pace with changes in technology so that, once upgraded, the system does not become obsolete.

OTHER ELIGIBLE FUNDING AREA PROGRAM DESCRIPTIONS

Note: Please refer to page 11 of this manual for assistance and guidance in developing your grant application.

EMERGENCY MEDICAL SERVICES

Program Area Goal:

The goal of an Emergency Medical Services Program is to ensure that prompt and definitive medical care is available to all victims of motor vehicle crashes.

PEDESTRIAN SAFETY

Program Area Goals:

The goals of the Pedestrian Safety Program are to 1) reduce the incidence of vehicle/pedestrian collisions and the injuries and fatalities that result from these crashes; and 2) emphasize and stimulate recognition of pedestrian safety as an integral, constant, and important element of community planning.

PUPIL TRANSPORTATION SAFETY

Program Area Goal:

The goal of the Pupil Transportation Safety Program is to reduce the incidence of school bus related collisions and fatalities by increasing the knowledge and skills of school bus drivers and by conducting other school bus related safety projects.

RAIL-GRADE CROSSING SAFETY

Program Area Goal:

The goal of the Rail-Grade Crossing Safety Program is to reduce deaths and injuries associated with rail grade crossing collisions through comprehensive educational and safety information programs.

ROADWAY SAFETY

Program Area Goals:

The goals of the Roadway Safety Program are to 1) reduce the potential for traffic collisions in construction and maintenance work zones through continued training in work zone operations and public information and education efforts; and 2) reduce the number of traffic crashes, injuries, and deaths through the implementation of Corridor Safety Improvement Projects.

TWO-WHEEL VEHICLE SAFETY

Program Area Goal:

The goal of the Two-Wheel Vehicle Safety Program is to reduce the number of deaths and injuries associated with two-wheel vehicle collisions through comprehensive educational and safety information programs.